

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **BUYER'S AIDE I**

##### **DEFINITION:**

Under general supervision to perform subprofessional purchasing of a variety of supplies, materials, and equipment for use by operating departments, and to perform related work.

##### **DISTINGUISHING CHARACTERISTICS:**

Buyer's Aide I and Buyer's Aide II are subprofessional classifications within the Buyer's series. Positions in the Buyer's series are distinguished by the complexity of the supplies, materials and equipment purchased and the level of authority to purchase commodities or services without supervisory approval.

##### **\* EXAMPLES OF DUTIES:**

- Reviews requisitions for clarity and completeness;
- Contacts user departments to obtain specific requirements as necessary;
- Obtains bids, written quotes and telephone quotes;
- Evaluates bids and price quotations;
- Awards contracts;
- Expedites orders;
- Interprets specifications and regulations governing the purchasing process.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Completion of 60 college semester units; **OR** two years of experience performing complex clerical functions at a level of responsibility equivalent to Senior Clerk/Typist; **OR** one year of experience performing subprofessional purchasing.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.